

**SMITH, BELL & THOMPSON INSURANCE
ADULT DAY CARE CENTERS
AUTOMOBILE QUESTIONNAIRE**

12/15 Passenger Vans

1. Do you have any 12/15 Passenger Vans? Yes No N/A
2. If yes, how many are older than 2007? _____
3. Do you have any Cargo &/or Vans used for transport of wheelchairs?
 Yes No N/A
4. Do you have a documented Disposal Plan (Cargo and Vans used for transport of wheelchairs, are not subject to a Disposal Plan or Modification requirements) committing you will modify the currently insured passenger vans (older than 2007) and replace them (the modified vehicles) with acceptable vehicles once the lease expires or are sold within 3 years from the date first written with Chartis?
(please submit a signed copy) Yes No

The following are acceptable modifications (check all that apply to Disposal Plan):

- Removal of the rear seat to limit seating capacity to 10 passengers
- Dual rear wheels added to the vehicle by a licensed facility
- Converting, by a licensed facility, to wheelchair transportation only
- Removal of roof racks
- Removal of trailer hitches

If passenger vans are 2007 or newer; ALL of the following options are considered acceptable vehicles and do not require modifications (check all that apply):

- Four Wheel Anti-Lock Braking System – ABS Brakes
- Three point center seat belts
- Tire pressure monitoring system
- Electronic stability controls aka Traction Control

5. Do you require rollover prevention driver training for all 12/15 Passenger Van drivers? Yes No
 6. Do you require specific “hands-on” driver training for all 12/15 Passenger Van drivers? Yes No
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General Automobile Questions

1. Do employees use their own personal vehicles to transport clients? Yes No
2. Do employees use their own personal vehicles for business use other than transporting clients? Yes No
*If yes, do you require employees to carry a minimum of \$100k/\$300k liability insurance and require copies of their certificate of insurance?
 Yes No
3. Do employees transport clients in insured owned vehicles? Yes No
4. What is the maximum number of people that may be transported in one vehicle?

5. Do you pull and review MVR's for all new employees? Yes No
6. Do you have an established criteria for disqualification of a driver based on their MVR? Yes No
7. Do you require pre-employment drug testing for all new employees applying for a driving position and any post-accident testing? Yes No
8. Is there a formal, written fleet risk management and safety policy? Yes No
9. Please list the mandatory training programs in place for drivers to complete?
(Please ask about our Risk Management Services to assist with putting a plan in place, if one currently is not in place).

10. Who investigates fleet related incidents? _____
11. Is there a driver safety observation process? Yes No
12. Do you maintain written records of vehicle maintenance, driver training etc? Yes No
13. Are vehicles posted with a phone number that can be called to report unsafe driving? Yes No
14. Do you require more than one employee in each vehicle to assist with supervision? Yes No
15. Do you have written policies and procedures for field trips? Yes No
16. Do you have annual competency-based performance reviews conducted on drivers of the mobility assistance/wheelchair vans, that include:
 - Proficiency in placement of wheelchair
 - Operation of the lift or ramp system
 - Securing the wheelchair & client
 - Unloading wheelchair & client
 - Use of company communication system, if applicable

Insured
Signature: _____
Print
Name _____
Title: _____
Date: _____

